

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 13-203  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1  
2 DECEMBER 1998**

***Space, Missile, Command, and Control***

***AIR TRAFFIC CONTROL***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col T. Fossen)

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**AFI 13-203, 13 February 1998, is supplemented as follows:** (*NOTE:* This document is substantially revised and must be completely reviewed.)

1.1.4.2.1.1. Do not use simulator time to calculate proficiency or currency time. If a controller fails to meet the minimum proficiency or currency time, a special evaluation will be conducted in positions determined by the chief controller (CCTLR). Retain a copy of the special evaluation in the AF Form 623, **Individual Training Record**, for 1 year.

1.2.5. (Added) The airfield operations flight commander (AOF/CC) will also appoint an alternate terminal instrument procedures (TERPS) specialist in writing.

1.3. This requirement includes all officers with Air Force specialty code (AFSC) 13MX, who are assigned to functional account code (FAC) 13E100.

1.5. During wing flying operations, maintain a watch supervisor concept. Control towers will open all operating positions and RAPCON facilities will have the assistant controller position open and manned at each scope position actively controlling traffic. Define wing flying operations in an airfield operations instruction (AOI).

1.5.6. See attachment 18 (Added) for facility staffing requirements. To assist the command functional manager in managing AETC resources, submit AETC Form 810, **Projected Manning Status Report**, to AETC AOS/AOF during even-numbered months. Additional reports may be submitted as staffing dictates. **NOTE:** This reporting requirement is exempt from reports control symbol according to paragraph 2.11.12 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

1.5.8.1.1. In AETC, emergency staffing level (ESL) forecasts will be provided as follows:

1.5.8.1.1.1. Units will provide ESL forecasts to AETC AOS/AOF, using the AETC Form 810. Units experiencing unprojected staffing losses that will result in ESL will notify AETC AOS/AOF immediately. Units that are at or below ESL will forward biweekly, written status reports to AETC AOS/AOF.

1.5.8.1.1.2. When air traffic control (ATC) staffing reaches ESL + 30 days, the operations squadron section commander (with concurrence from the operations group commander) should present a plan to the wing commander which outlines ATC services to be curtailed on reaching ESL + 60 days. If at all possible, curtailed ATC operations should not impact primary flight training production (PFT) operating windows. ATC service reductions that impact adjacent ATC facilities or Federal Aviation Administration (FAA) centers will be thoroughly coordinated and agreed to prior to implementation. Finalized ATC curtailment plans will be forwarded to AETC AOS/AOF.

1.5.8.2. Units will forward ESL computations to AETC AOS/AOF for validation and approval no later than 15 January of each year.

2.23.5. Include procedures in a local operating procedure (LOP).

3.8. It should be noted that a mobile control tower deployed for interim mission support does not contain all the features of a permanent tower. Advise the senior operational commander of any limitation and its effect on the ability of the control tower to provide ATC services.

3.9. Cancel automatic instrument flight rules (IFR) releases during radar or DBRITE outages unless IFR departure separation, specified in minutes, is established in an LOP.

4.15. Except for emergency requirements, submit any needed changes in site-unique program indicator data processor (PIDP) or minimum safe altitude warning (MSAW) data at least 120 days in advance. Submit PIDP site-unique data changes and changes to MSAW data to AETC AOS/AOF for review and forwarding to HQ ESC OL-D/E/TG/3S, Tinker AFB, OK. Each automated system will maintain the following site-unique data, as appropriate:

4.15.1. AF Form 3645, **PIDP Submission Form**.

4.15.2. Current 15 and 60 nautical miles (NM) MSAW charts and data.

4.15.3. Reflection discrimination data, if used.

4.15.4. Low altitude alerting system (LAAS) data products for TPX-42/980B.

4.15.5. LAAS data products for TPX-42-only versions of digital bright radar indicator tower equipment (DBRITE).

4.15.6. DBRITE digital map data, including AF Form 3643, **Digital Map Request**, and AF Form 3646, **DBRITE Low Altitude Alerting System (LAAS) Data Submission Forms**.

5.1. The AOF/CC briefs facility CCTLRs and the chief airfield manager (CAM) on exercise inputs affecting flight operations.

5.5. RRS is authorized for AETC assigned aircraft as stipulated in attachment 19 (Added). RRS is in addition to, and does not prohibit normal use of, category separation as prescribed in FAA Order 7110.65, *Air Traffic Control*. RRS will not be applied:

5.5.1. Between trainer-type aircraft and any other nontrainer aircraft.

5.5.2. When aircraft are cleared for the option.

5.5.3. When the runway condition reading (RCR) is less than 14.

5.5.4. When the tower supervisor determines safety of aircraft will be jeopardized.

6.12.3. The operations group commander will ensure controllers receive annual briefings on the characteristics and limitations of aircraft the facility serves. A current, detailed briefing will be developed, updated, and provided to all locally assigned military controllers and, if applicable, offered to supporting FAA facilities. Briefings will include, but are not limited to:

6.12.3.1. Effects of external factors on aircrews, such as weather, airfield lighting settings, cockpit, and instrument design.

6.12.3.2. Standard pilot techniques, such as formation flight requirements and use of backup avionics systems and takeoff and landing checklists.

6.12.3.3. Emergency procedures.

6.12.3.4. Standard mission profiles. Use of onboard video taping devices is encouraged. The operations group commander should regularly crossflow cockpit tapes of educational value.

**NOTE:** The operations group commander may establish a simulator orientation program for locally assigned controllers. The program should include flight instrumentation orientation, factors increasing pilot workload, and practical use checklists. If possible, a ride in the simulator or an actual orientation ride in wing aircraft is encouraged. Where appropriate, include key FAA personnel supporting wing operations. For guidance concerning familiarization flights for FAA and Air Force controllers, see AFI 11-401, Flight Management.

6.12.14. (Added) Vehicle Control. Conduct annually. Technical reference (TR): LOPs.

6.12.15. (Added) Control Tower Self-Lowering Device. Where installed, conduct annually. TR: Operations manual for self-lowering device, followed by practical evaluations. The practical evaluation will include setting up the self-lowering device and donning the harness. Lowering to the ground is not necessary to complete the practical evaluation.

6.12.16. (Added) **Precision Approach Critical Areas.** Conduct semiannually. TR: AFI 13-203 and LOPs. At a minimum, training will include requirements, definitions, controls, phraseology, and local operational procedures (for example, automatic terminal information service (ATIS), weather (WX), vehicle control, etc).

6.16. Send a copy of monthly training review board minutes to AETC AOS/AOF. **NOTE:** When possible, the assistant chief, air traffic control training (ACATCT); assistant chief, standardization and evaluation (ACSE); primary watch supervisors, and personnel in 7-skill level training should attend this board.

9.1. Notify AETC AOS/AOF whenever a controller's air traffic control specialist (ATCS) certificate is suspended pending withdrawal. Forward withdrawal packages within 30 days of the date of suspension. Forward a courtesy copy of each withdrawal package to AETC AOS/AOF. Include the trainee's assigned position certification guide (PCG). Any delay will be addressed in the commander's cover letter.

10.6. The AOF/CC will forward current ATC indexes to AETC AOS/AOF no later than 15 January of each year.

11.5. In coordination with the wing or senior operational commander, the unit commander responsible for ATC will report all military or civil aircraft mishaps according to guidance in AFI 91-204, *Investigating and Reporting Mishaps*. In addition, the instructions in paragraphs 11.19 and 11.20 (Added) of this supplement, should be followed when applicable.

11.15. Submit final, coordinated, proposed mission changes to AETC AOS/AOF for review and approval.

11.15.2. (Added) After controllers are thoroughly trained on the new mission design series (MDS) operations, the CCTLR; chief, standardization and evaluation (CSE); or chief, ATC training and standardization (TSN) will certify those individuals and document results accordingly.

11.18.1.1. Send quarterly military ATC activity reports to AETC AOS/AOF. Include the program disk and a paper copy of the monthly and quarterly reports. The report may be e-mailed.

**11.19. (Added) Notification of a Hazardous Air Traffic Report (HATR).** Units must notify AETC AOS/AOF of a filed HATR. Notification may be made by telephone, fax, or e-mail. Report Information as outlined in paragraph 11.20 (Added), this supplement.

**11.20. (Added) Notification of Aircraft Mishaps, Incidents, and Accidents.** Units must immediately notify AETC AOS/AOF of all aircraft mishaps, incidents, or accidents that have occurred within AETC jurisdiction or involved AETC air traffic controllers or ATC procedures (including terminal instrument procedures). Also notify AETC AOS/AOF if a faulty Air Traffic Control and Landing System (ATCALS) is suspected. During duty hours, notify AETC AOS/AOF. After duty hours, notify the AETC Command Post. Include the following information in the report:

11.20.1. Location.

11.20.2. Date and local time.

11.20.3. Aircraft type, call sign, and command ownership (if known).

11.20.4. Air traffic service, equipment, or ATCALS involved.

11.20.5. Current status of equipment and ATCALS involved.

11.20.6. Reported weather at time of incident.

11.20.7. Whether control instructions were recorded and readable.

11.20.8. Whether a watch supervisor or a senior controller was on duty. Include actions at the time of the incident.

11.20.9. Number of qualified controllers scheduled for duty, on duty, and in position.

11.20.10. A brief narrative of the event (factual information only).

12.3.2.2. The OPR of ATCALS maintenance at bases requiring or receiving an ATCALS evaluation will:

12.3.2.2.1. Advise HQ AETC/SCML and AETC AOS/AOF when encountering deficiencies beyond local unit capability, which require maintenance assistance, engineering assistance, or ATCALS evaluation.

12.3.2.2.2. Before the evaluation team's arrival, ensure all equipment scheduled for a baseline evaluation is operational and performs according to technical order specifications.

12.3.2.2.3. Ensure qualified maintenance personnel are available during the evaluation.

12.3.2.2.4. Immediately notify the AOF/CC of any condition that will delay the start or have a serious impact on the outcome of the evaluation.

12.3.2.3. (Added) **Base Responsibilities:**

12.3.2.3.1. Submit ATCALS evaluation requests to AETC AOS/AOF by 30 June each year. HQ AETC input will include, but is not limited to, unit requests for ATCALS evaluations. Submit requests for base-line ATCALS evaluations to AETC AOS/AOF. Detailed documentation is required. **NOTE:** Coordinate closely with local ATCALS maintenance personnel.

12.3.2.3.2. Coordinate with AETC AOS/AOF and designated evaluation activity to establish exact dates for scheduled evaluations as determined by operational requirements, evaluation team, flight inspection aircraft availability, and conflicting situations such as runway construction, exercises, etc.

12.3.2.3.3. After coordinating with the local communications squadron, respond to the evaluation notification memorandum as requested by the evaluation activity. Send one information copy each to HQ AETC/SCML and AETC AOS/AOF.

12.3.2.3.4. Arrange for equipment downtime required for the evaluation as requested in the notification memorandum or message.

12.3.2.3.5. By telephone, immediately notify the evaluation activity and AETC AOS/AOF of any condition that will delay the start of the evaluation or have a serious impact on its outcome. Follow the telephone notification with official correspondence.

12.5.3.9. In the board minutes, include Air Traffic System Evaluation Program (ATSEP) observations, progress, and recommendations on open observations. Also include recommended closure actions. Address ATSEP items separately in the board minutes. Include a short resume of the observation and progress to date regarding any item discussed at the previous board and carried forward as an open item.

12.5.3.11. (Added) Visual flight rules (VFR) terminal area procedures.

12.5.3.12. (Added) Instrument flight rules (IFR) terminal area procedures.

12.5.3.13. (Added) Standard instrument arrival and departure procedures and stereo routes.

12.5.3.14. (Added) Status and problems with local ATCALS, including backup power.

12.5.3.15. (Added) Address special use airspace denial reports and airspace or air traffic limitations to wing operations.

12.5.3.16. (Added) Airfield waivers. **NOTE:** Review waivers annually.

**12.6. (Added) Local Operational Evaluations.** The following requirements apply to local operational evaluations:

12.6.1. The local operational evaluation provides ATC managers with useful feedback on the quality and responsiveness of the local ATC system. ATC managers will organize and direct evaluation programs with mission support improvement through self-evaluation as the overall goal. Evaluations will be accomplished at least quarterly.

12.6.2. Set up an evaluation program to meet the requirements of the ATC environment. ATC managers should pursue all means available to accomplish the evaluation. Examples of ways to accomplish local evaluations include using rated ATC officers and local flying unit personnel, reviewing ATC tapes, and using radar simulator scenarios.

12.6.3. Document the results of each evaluation and forward the results to the CCTLR (for review or action) and to the AOF/CC (for review). Retain the evaluations for a period of 12 months. **NOTE:** When using pilots for evaluations, clearly define their role in the evaluation process and set exact parameters for

their participation. Pilots will not execute unusual maneuvers under the guise of controller evaluation without the concurrence of local ATC managers.

13.1.1. The MAJCOM ATC contract monitor is AETC AOS/AOF.

16.1. In addition to an ATCALS review board, the following additional reviews will be accomplished:

16.1.1. AETC AOS/AOF will convene a headquarters ATCALS review committee in February, May, August, and November to review the status of ATCALS programs, projects, and issues. The senior ATC officer or representative will chair the board and determine committee membership.

16.1.2. Units providing air traffic services will convene an ATCALS review committee meeting in January, April, July, and October. **NOTE:** The ATCALS review committee may be combined with the quarterly base airfield operations board if all recommended agenda items are addressed.

16.2.3. The following procedures apply to unit-level ATCALS review committee minutes:

16.2.3.1. Minutes will be signed by the chairperson and approved by the group commander responsible for air traffic services or designated alternate authority.

16.2.3.2. Minutes will be accomplished by memorandum or e-mail. Units will distribute meeting minutes to arrive at AETC AOS/AOF by the fifth workday of February, May, August, and November.

16.2.4. Unless combined with the base airfield operations board, the responsible operations support squadron commanders will chair the ATCALS review committee and determine its membership. However, at a minimum, the following persons will be members of the ATCALS review committee:

16.2.4.1. AOF/CC.

16.2.4.2. Facility CCTLRs.

16.2.4.3. From the communications squadron, the systems flight chief and representatives from plans and programming and ATCALS maintenance.

16.2.4.4. From the civil engineering squadron, representatives with a knowledge of military construction (MILCON) and base civil engineer (BCE) projects that could impact the ATC system.

16.2.4.5. Airfield management.

16.2.4.6. Other functional representatives as deemed necessary.

**16.3. (Added) Tracking Flight Inspections.** Units will track flight inspection due dates, schedule flight inspections, and advise AETC AOS/AOF if an ATCALS will be overdue and actions taken to resolve the problem.

**16.4. (Added) Form Prescribed.** AETC Form 810.

## Attachment 18 (Added)

## FACILITY STAFFING REQUIREMENTS

**A18.1. Manpower Authorizations.** The staffing authorizations listed in table A18.1. (Added) establish AETC ATC facility manpower authorizations by individual base and facility. The manpower authorizations are based on facility operating positions and published operating hours required to perform advertised ATC services. Authorizations in accordance with Air Force Manpower Standard 13E1, *Airfield Operations (AO) Flight*.

**A18.1.1.** To compensate for extended flying outside published hours, an additional 4 operating hours per day, Monday - Friday, have been added to the following bases: Vance, Columbus, Laughlin, and Sheppard AFBs.

**A18.1.2.** Command position manning requirements during wing flying operations (paragraph 1.5 of this supplement) have been applied to all facility manning requirements.

**A18.1.3.** All changes to published facility operating hours will be forwarded to AETC AOS/AOF.

Table A18.1. (Added) Facility Staffing Authorizations.

I T E M	A	B	C	D
	Base	Facility	Number of Positions	Hours Required (Weekdays Vs Weekends)
1	Altus	Tower	4 (WS Concept)	16 (weekdays)
2			1 (Coordinator)	8 (weekdays)
3			2 (Mid/SC Concept)	
4			2 (SC Concept)	24 (weekends)
5		RAPCON	9 (WS Concept)	16 (weekdays)
6			3 (Mid/SC Concept)	8 (weekdays)
7			2 (SC Concept)	24 (weekends)
8	Columbus	Tower	4 (WS Concept)	16 (weekdays)
9			2 (SC Concept)	8 (weekends)
10		RAPCON	18 (WS Concept)	16 (weekdays)
11			6 (SC Concept)	8 (weekends)
12	Keesler	Tower	4 (WS Concept)	10 (weekdays)
13			2 (SC Concept)	6 (weekdays)
14			1 (Mid On Call)	8 (weekdays)
15			2 (SC Concept)	16 (weekends)
16			1 (Mid On Call)	8 (weekends)
17	Laughlin	Tower	4 (WS Concept)	16 (weekdays)
18			2 (SC Concept)	5 (weekends)

I T E M	A	B	C	D
	Base	Facility	Number of Positions	Hours Required (Weekdays Vs Weekends)
19		RAPCON	16 (WS Concept)	16 (weekdays)
20			6 (SC Concept)	5 (weekends)
21	Little Rock	Tower	4 (WS Concept)	16 (weekdays)
22			1 (Coordinator)	8 (weekdays)
23			2 (Mid shift)	
24			3 (SC Concept)	16 (weekends)
25			2 (SC Concept)	8 (weekends)
26		GC	6 (WS Concept)	16 (weekdays)
27			3 (SC Concept)	8 (weekends)
28	Luke	Tower	4 (WS Concept)	16 (weekdays)
29			1 (Coordinator)	
30			2 (SC Concept)	10 (weekends)
31		RAPCON	14 (WS Concept)	16.5 (weekdays)
32			4 (SC Concept)	16.5 (weekends)
33	Maxwell	Tower	4 (WS Concept)	8 (weekdays)
34			3 (SC Concept)	9 (weekdays)
35			2 (SC Concept)	17 (weekends)
36	Randolph	East Tower	4 (WS Concept)	19 (weekdays)
37			1 (SILLS)	15 (weekdays)
38			1 (Mid-Shift)	8 (weekdays)
39			2 (SC Concept)	12 (weekends)
40			1 (Mid-Shift)	6 (weekends)
41		West Tower	4 (WS Concept)	12 (weekdays)
42	Sheppard	Tower	4 (WS Concept)	19 (weekdays)
43			2 (SC Concept)	15 (Saturday)
44			4 (WS Concept)	15 (Sunday)
45		RAPCO	16 (WS Concept)	19 (weekdays)
46			6 (SC Concept)	15 (Saturday)
47			9 (WS Concept)	15 (Sunday)
48	Tyndall	Tower	4 (WS Concept)	16 (weekdays)
49			1 (Coordinator)	
50			2 (Mid/SC Concept)	8 (weekday)



<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Base</b>	<b>Facility</b>	<b>Number of Positions</b>	<b>Hours Required (Weekdays Vs Weekends)</b>
<b>51</b>		RAPCON	2 (SC Concept)	24 (weekends)
<b>52</b>			15 (WS Concept)	16 (weekdays)
<b>53</b>			2 (Corridor Control)	
<b>54</b>			6 (SC Concept)	16 (weekends)
<b>55</b>	USAFA	Tower (Academy)	4 (WS Concept)	14 (weekdays)
<b>56</b>			2 (SC Concept)	14 (weekends)
<b>67</b>		Tower (Skytrain)		14 (weekdays)
<b>58</b>				14 (weekends)
<b>59</b>	Vance	Tower	4 (WS Concept)	16 (weekdays)
<b>60</b>			2 (SC Concept)	8 (weekends)
<b>61</b>		RAPCON	17 (WS Concept)	16 (weekdays)
<b>62</b>			3 (SC Concept)	8 (weekends)

**Attachment 19 (Added)****REDUCED RUNWAY SEPARATION (RRS) CRITERIA**

**A19.1. RRS Authority.** FAA Order 7110.65, paragraph 1-1-9, authorizes reduced same-runway separation standards for military aircraft. The intent of this statement is to allow RRS between arrival following arrival, arrival following departure, and departure following departure. These specific instances have Category I, II, and III separation criteria established in FAAO 7110.65, paragraphs 3-9-6a and 3-10-3. The category separation may be reduced. For departure following arrival, a preceding landing aircraft, regardless of category, must be clear of the runway before the departure begins a takeoff roll (FAAO 7110.65, paragraph 3-9-6b). There is no RRS for a departure following arrival operation.

**A19.2. RRS Operations for Similar Trainer-Type Aircraft:**

**A19.2.1.** Similar trainer-type RRS may ONLY be applied using alternate runway side procedures. Similar trainer-type aircraft are defined as aircraft with the same airframe; for example, T-38 to T-38 or AT-38, T-1 to T-1, T-37 to T-37, T-3 to T-3. **NOTE:** T-43 aircraft are not considered trainer-type aircraft for RRS purposes.

**A19.2.2.** RRS for similar trainer-type aircraft is 3,000 feet or the preceding aircraft is airborne when using alternate runway side procedures.

**A19.2.3.** When alternate runway side procedures are not or cannot be employed, the minimum RRS is 6,000 feet in all cases.

**A19.2.4.** Use of alternate runway side procedures is an aircrew responsibility and must be addressed in an LOP. **NOTE:** T-1A aircraft do not use alternating runway side procedures. For T-1A following T-1, RRS is 6,000 feet or airborne.

**A19.2.5.** RRS is not authorized for T-43 aircraft.

**A19.2.6.** For T-3 following T-3, RRS is 2,000 feet or airborne.

**A19.2.7.** If both formation aircraft are positioned on the cold (exit) side of the runway, an RRS of 3,000 feet may be applied between a landing formation and a subsequent arriving single aircraft.

**A19.2.8.** Ensure an RRS of 6,000 feet when the subsequent aircraft is a formation flight.

**A19.3. RRS Operations for Dissimilar Trainer-Type Aircraft:**

**A19.3.1.** Dissimilar trainer-type aircraft are defined as a mix of different airframes; for example, T-38 or AT-38 to T-37, T-1 to T-38, T-37 to T-3.

**A19.3.2.** For T-1A, T-38, AT-38, or T-37 following T-3, RRS is not authorized.

**A19.3.3.** The RRS for dissimilar trainer-aircraft is 6,000 feet minimum in all cases, except as noted in paragraph A19.3.2.

**A19.4. RRS Operations for Similar Fighter-Type Aircraft.** The RRS for similar fighter-type aircraft (F-15 to F-15, F-16 to F-16, etc.) is 3,000 feet, except as follows:

**A19.4.1.** For touch and go (TG) or low approach (LA) following a full stop (FS), RRS is 6,000 feet minimum. (**EXCEPTION:** At Tyndall AFB, for LA following FS, the RRS is 3,000 feet, day, VFR, and must clear the FS aircraft by 500 feet.)

**A19.4.2.** Following a formation full stop, RRS is 6,000 feet minimum.

**A19.4.3.** For LA behind a TG, RRS is 6,000 feet minimum.

**A19.5. RRS Operations for Dissimilar Fighter-Type Aircraft.** For dissimilar fighter-type aircraft, RRS is 6,000 feet.

**A19.6. Night Operations.** During night operations, RRS is 6,000 feet minimum, if the controller can determine separation using suitable landmarks. Otherwise, the standard FAA separation will apply.

**A19.7. Deployed Aircraft.** Deployed aircraft are authorized RRS if a letter of agreement (LOA) is signed between the host wing and the deployed unit. The LOA must be forwarded to AETC AOS/AOF for MAJCOM coordination and approval. The host wing will ensure a detailed RRS briefing is conducted for deployed aircrews prior to beginning local flying operations.

**A19.8. Wake Turbulence Separation.** RRS does not relieve the pilot of responsibility for wake turbulence separation; he or she must accept or reject RRS. The pilot must inform ATC, as soon as possible, that RRS cannot be accepted so the traffic sequencing can be adjusted as necessary.

**A19.9. Training.** Wing commanders will ensure all assigned aircrews and air traffic controllers are thoroughly trained on local RRS standards. Any local deviations that are less restrictive than the RRS standards above require prior coordination and approval from AETC AOS/AOF.

RICHARD C. MARR, Major General, USAF  
Director of Operations